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WESTERN EUROPE (WE) AREA DIVISION NOTES

Organizational Structure

25X1 1. [REDACTED] off for the division acts as Chief of Reports and as such exercises staff supervision over the Reports Officers which are assigned to the various branches. As Chief of Reports he performs the following duties:

- 25X1 a. Acts [REDACTED] to the Division Chief and SO Deputy on [REDACTED]
- b. Furnishes technical guidance to Reports Officers.
- c. Maintains necessary liaison with Branch Chiefs to coordinate reports matters and to stimulate interest in reporting.
- d. Conducts training for Reports personnel.
- e. Reviews and approves all written papers concerning reports which are disseminated.
- f. Consolidates reports statistics received from Branches for submission to EC.

2. The Reports Officers located in the Branches are under the direct administrative supervision of the Branch Chiefs. In the larger branches Reports Officers are used exclusively for positive reports while in the smaller ones they process both positive and CE reports. The Senior Reports Officers in each branch perform only reports functions. However, the other Reports Officers may be used for some operational duties. In the Scandinavian Branch Reports Officers perform both operational and reports duties on a full time basis. Typists assigned to the branches, as a general rule, perform both operational and reports work.

3. The Division Chief, SO Deputy, Division Chief of Reports, Branch Chiefs and all Reports Officers strongly feel that the processing of reports is a branch responsibility and that Reports personnel should therefore be assigned to the branches. It was indicated that Reports Officers must have an operational "flavor" and should be familiar to the greatest extent possible with operations in order to properly process reports.

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